



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/18/13

Mary McCane  
1016 South Starr  
Burlington IA 52601

Dear Mary,

This letter is in regards to the 10/16/13 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Mary needs to clear items off of her basement steps.**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Mary needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Mary needs to show routes for fire and tornado on the plans posted and add written plan for flood/evacuation.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

**Mary needs to place compliant signs on patio door, door from basement steps landing and transport vehicle.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Mary needs to show proof of annual exam for Mandy and Nala. Mary needs to show shot records for Mandy, Simba and Nala.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**Mary needs to show documentation of her procedures on how she would care for mildly ill children that become sick while in her care (prior to their parents coming to pick them up.) This requirement was not completed at follow up compliance visit on 8/29/12.**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**Mary needs to provide documentation of these policies. This requirement was not completed from follow up compliance visit on 8/29/12.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Mary needs to show documentation of current physical for Asher and Ashley and proof of immune status for Polio, MMR and dTap for Campbell(this was not completed at 8/29/12 follow up visit to the home), MMR and Polio for Mary, dTap for Faith and dTap for Ashley.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

**Mary needs to show proof of immune status for Polio, MMR and Dtap for Campbell(this was not completed at 8/29/12 follow up visit to the home).**

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Mary needs to show proof of current course completion for Campbell.**

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

**Mary needs to show proof of immune status for Polio, MMR and Dtap for Campbell(this was not completed at 8/29/12 follow up visit to the home).**

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Mary needs to show proof of current course completion for Campbell.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need update for J.W., O.W. Need signature and date on form for K.N., C.N.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need update for J.W., O.W. Need signature and date on form for K.N., C.N.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need update for J.W., O.W. Need signature and date on form for K.N., C.N.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Need physicals for A.C., K.C., K.N., J.W., C.N., O.W.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need update for J.W., O.W. Need signature and date on form for K.N., C.N.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need date on form for A.C., K.C. Need for C.N.**

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need update for J.W., O.W. Need signature and date on form for K.N., C.N.**

☐ 110.5(10) Substitutes

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

**Mary needs to show document of Campbells' sub hours when she transports children two times per week.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/2/13.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **12/2/13**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).